



REQUEST FOR A DECISION

City Council – November 28, 2022

To: Her Worship Mayor Kate Rogers and Members of City Council
From: Wayne Keith, Assistant Manager Building Services
Date: November 07, 2022
Title: Overhead Door Maintenance (P22-49) Request for Proposal and Agreement

ISSUE:

Seeking City Council approval to award Request for Proposal P22-29, For the Supply of Maintenance and Repair Services for Overhead Doors in City facilities and the authorization and approval of the associated agreement.

RECOMMENDATION(S):

A. Recommendation:

It is recommended that the following resolution be forwarded to City Council for consideration: BE IT RESOLVED THAT the Council of the City of Fredericton hereby authorizes and approves the award of Request for Proposal P22-49, For the Supply of Maintenance and Repair Services for Overhead Doors to the following supplier meeting the requirements, Atlantic Windoor Ltd. with respect to the provision of annual overhead door maintenance in City facilities as outlined in the request for proposal, for a term of five (5) years commencing January 1, 2023 and expiring on December 31, 2027; and BE IT FURTHER RESOLVED THAT the Council of the City of Fredericton hereby approves and authorizes the agreement between the City of Fredericton and Atlantic Windoor Ltd. (the "Agreement") with respect to the provision annual overhead door maintenance; AND THAT the Mayor and City Clerk be authorized to execute the Agreement on behalf of the local government and such further legal documents as may be required to facilitate the Agreement and this resolution.

B. Other options:

1. City Council may choose not to authorize and approve the award of Request for Proposal P22-49, Overhead Door Maintenance to Atlantic Windoor Ltd.
2. City Council may choose to provide other direction to staff.

BACKGROUND & DISCUSSION:

The Building Services Division utilizes third party contractors to perform annual overhead door maintenance in all municipal facilities. Annual maintenance on the overhead doors ensures all doors function correctly when required. The municipality has one hundred and seven (107) overhead doors in all facilities including Police and Fire Stations. This contract reduces after hours emergency calls for overhead door failure and ensures proper operation throughout the year. This contract with the vendor is for a five (5) year term, from January 1, 2023, to December 31, 2027.

- **FINANCIAL:** Funding for the Overhead Door Maintenance contract will be provided through the Building Services operating budget annually under the line item – Building Repairs and Maintenance 111 4601 62201 1065 0000 0000. The annual cost for this service is \$ 10,735 plus HST. If changes to contract are required, they will be negotiated and budgeted accordingly through the budget process.

- **LEGAL:** Staff from the Building Services, Purchasing and Payables and Legal Division have determined that the proposed agreement between the City of Fredericton and Atlantic Window Ltd. contains standard contractual provisions which are acceptable for this matter. Select provisions to note: the agreement has a term of five years commencing January 1, 2023 and expiring December 31, 2027; pricing is fixed for the term of the agreement; the payment of fees and expansion of or continuation of services is contingent on our annual approved budget; the municipality has the ability, at its sole discretion (at no cost) to terminate the agreement without cause at any time prior to the end of the term. A copy of the agreement is attached for your review, consideration, and approval.
- **PURCHASING:** Procurement policy and procedures were followed to obtain open competitive bidding in accordance with negotiated RFP format. Submissions for this opportunity closed on October 25, 2022. One (1) submission was received. The submission was evaluated to ensure the supplier was qualified to deliver services and proceed with the final agreement. Pricing has been fixed for the term of the agreement and quantities are based on budgetary approvals and business requirements.
- **COMMUNICATIONS:** There is no public communication required from this decision. The city will communicate directly with the successful vendors who will carry out the work accordingly.
- **CLIMATE LENS:**

Does this proposal move the City of Fredericton closer to its greenhouse gas (GHG) emissions reduction targets of 50% reduction by 2030 and net-zero by 2050 in line with the City's Corporate Energy & Emissions Plan and/or Community Energy Emission Plan?

- Moves us towards GHG reduction targets
- No change in GHG emissions
- Moves us away from GHG targets but there are trade-offs with other Council or Municipal Plan priorities (*identify which priorities*)

Does this proposal improve the City of Fredericton's resilience to the impacts of climate change in line with our Climate Change Adaptation Plan?

- Moves us towards climate resilience
- No change in resilience
- Moves us away from climate resilience but there are trade-offs with other Council or Municipal Plan priorities (*identify which priorities*)

SPOKESPERSON: Wayne Keith, Assistant Manager Building Services

Prepared by: Wayne Keith, Assistant Manager Building Services

Approved by: Dylan Gamble, Director Engineering and Operations

/Attachments: (1) Agreement between the City of Fredericton and Atlantic Window Ltd.