

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
PROPOSAL AWARD**

Project Award	Proposal Award No. 24-103 for Preventative Maintenance and Demand Repair Services for Heating, Ventilation and Air Conditioning (HVAC) Systems
Recommendation	<p>Staff are recommending the award of the proposal for Preventative Maintenance and Demand Repair Services for Heating, Ventilation and Air Conditioning (HVAC) Systems for Section A: Recreation Facilities to Moore Environmental Systems Limited in the total estimated amount of \$351,609.88 (exclusive of HST) for the initial two (2) year term.</p> <p>Staff are recommending the award of the proposal for Preventative Maintenance and Demand Repair Services for Heating, Ventilation and Air Conditioning (HVAC) Systems for Section B: Town Hall and Civic Facilities to The State Group Inc. in the total estimated amount of \$308,843.38 (exclusive of HST) for the initial two (2) year term.</p> <p>Staff are also requesting the delegated authority to award up to three (3) one-year optional renewal terms through an internal staff award report, for up to a total five-year term with each contractor. If all renewal options are exercised, the combined total amount of the five-year contract is estimated to be \$1,651,133 (exclusive of HST).</p>
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required for proposal awards over \$100,000.
Background information	<p>The Town issued a Request for Proposal for Preventative Maintenance and Demand Repair Services for Heating, Ventilation and Air Conditioning (HVAC) Systems. The scope of work includes preventative maintenance, demand repair services and emergency repair services at the Town's various facilities. The locations were separated into two sections based on the type of facility, Section A: Recreation Facilities and Section B: Town Hall and Civic Facilities. Proponents were able to submit a proposal for one or both sections, and Section A and Section B were evaluated separately against the established criteria.</p> <p>The proposal submission from Moore Environmental Systems Limited was the highest ranking proposal selected for award for Section A: Recreation Facilities.</p> <p>The proposal submission from The State Group Inc. was the highest ranking proposal selected for award for Section B: Town Hall and Civic Facilities.</p> <p>The initial term of the contract will be for a two (2) year period, from on or about November 1, 2024 to October 31, 2026. All prices are firm for this term. The Town has the option to renew the contract for up to three (3) additional one-year periods beyond</p>

	the initial two-year term.
Purchasing Section: Bid Award Information	
Date bid issued	June 25, 2024
Advertisements	Town of Milton website
Closing Date	July 19, 2024
# of Plan takers	Seventeen (17)
Proposal Submissions received	<p>Thirteen (13) proposal submissions were received from the following companies:</p> <ul style="list-style-type: none"> • 1412575 Ontario Inc. • Ainsworth Inc. • Applied Systems Technologies Inc. • Bird Mechanical Ltd. • Cimco Refrigeration, a Division of Toromont Industries Ltd. • Climatech Inc. • Compass Mechanical Group Ltd • Dexterra Group Inc. • Dynamic Heating and Cooling • JTS Mechanical Systems Inc. • Moore Environmental Systems Limited • Smith and Long Limited • The State Group Inc.
Evaluation Criteria	<p>The proposals were evaluated based on the following criteria:</p> <ul style="list-style-type: none"> • Company Profile and Experience • Qualifications and Experience • Methodology and Approach • Reference Projects • Proposal Costs
Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	Various
Account Description	Facility Maintenance Contracts
Project Total Budget	NA
Contract Budget (Note 2)	\$ 365,920
Actual (Net of HST Rebate) (Note 2 and 3)	\$ 336,039
Variance (Note 3)	\$ 29,881 (F)
Funding Source	Operating Budget

Note 1: Financial impact includes any non-refundable portion of HST.

Note 2: Contract budget and estimated actual reflect the estimated amount for 2025

Note 3: Contract actuals are an estimate only, which will vary depending on level of activity and will be monitored by program area staff. Any variances will be reported through the variance process.