

**TO:** MAYOR & COUNCIL  
**FROM:** DEPUTY CHIEF ADMINISTRATIVE OFFICER AND CHIEF FINANCIAL OFFICER  
**SUBJECT:** **CE – ELECTRICAL MAINTENANCE AND REPAIR SERVICES**  
**PURPOSE:** To obtain Council approval to award a two-year contract extension for electrical maintenance and repair services of City owned buildings and facilities.

### **RECOMMENDATION**

**THAT** a two-year contract extension to Western Integrated Electrical Ltd. for an estimated total cost of \$1,325,100 including GST in the amount of \$63,100 be approved; and

**THAT** final payment be based on the actual quantity of goods and services delivered and unit prices as submitted.

### **CHIEF ADMINISTRATIVE OFFICER'S COMMENTS**

I concur with the recommendation of the Deputy Chief Administrative Officer and Chief Financial Officer.

#### **1.0 POLICY SECTION**

The City's Change Order Policy requires that change orders, which individually or when accumulated with prior change orders increases the total value of the contract, exceeding \$1,000,000 be approved by Council.

#### **2.0 BACKGROUND**

Following a Request for Proposals, on September 23, 2020 Council awarded a contract to Western Integrated Electrical Ltd. for an estimated total cost of \$1,365,000 including GST in the amount of \$65,000, for all necessary labour, materials, tools and equipment to maintain, repair and upgrade electrical equipment, related components and associated electrical equipment and services at various City owned buildings on a scheduled maintenance or an "as and when requested" basis. The contract was for the period October 01, 2020 to September 30, 2022 with options of up to three individual one-year extensions at the discretion of the City.

Since the award of this contract, there has been a one-year contract extension and two contract increases for a total of \$249,900 including GST in the amount of \$11,900.

### 3.0 GENERAL INFORMATION

This recommendation is for a two-year contract extension for the period October 01, 2023 to September 30, 2025 for an estimated cost of \$1,325,100 including GST in the amount of \$63,100. The total estimated contract value is \$2,940,000 including GST in the amount of \$140,000.

Initially, Western Integrated Electrical Ltd. has advised of an overall average price increase of 19.59% throughout year one of the contract extension, followed by a 5.13% increase throughout year two of the contract extension, with rates remaining firm throughout the entire contract term. After negotiations, Western Integrated Electrical Ltd. accepted an overall average price increase of 8.40% throughout year one of the contract extension, followed by a 5.34% increase throughout year two of the contract extension. Increases are mainly driven by higher labor costs, inflation resulting in higher costs for equipment and materials and surging gasoline prices and fleet maintenance costs.

Type of Contract	Term	Accumulative Total Change (including GST)
Original Contract Award	Oct 2020 – Sep 2022	\$ 1,365,000
First Contract Increase	Nov 2020	\$ 42,000
First Contract Extension	Oct 2022 – Sep 2023	\$ 127,050
Second Contract Increase	Jun 2023	\$ 80,850
2020-2022 Total Increase/Extension		\$ 249,900
Two-Year Contract Extension	Pending	\$ 1,325,100
<b>TOTAL</b>		<b>\$ 2,940,000</b>

Western Integrated Electrical Ltd. has provided similar services in the past with a proven track record for performance and reliability to the satisfaction of the City, and their prices are competitive and reflective of current market conditions. Reviews by City staff indicates that Western Integrated Electrical LTD. has the capability to successfully complete the work required under this contract. The General Manager, Parks, Recreation and Culture and the General Manager Lands and Facilities concur with the recommendation.

### 4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

The Request for Proposal (RFP) #101-06/20 (Attachment 1) was publicly advertised. Upon closing, the City received a total of three submissions.

## **5.0 FINANCIAL CONSIDERATIONS**

Funding for this operating work is provided in various operating accounts included in the 2023 – 2027 Financial Plan.

Respectfully submitted,

Noreen Kassam, Deputy Chief Administrative Officer and Chief Financial Officer

## **ATTACHMENTS**

Attachment 1 – RFP #101-06/20.

## **REPORT CONTRIBUTORS**

This report was prepared by Rafael Rojek, Senior Buyer and reviewed by Sophan Lum, Assistant Manager Purchasing – Capital.

### RFx General Information

<b>Opportunity Type</b> Historic Record- General (pre-Jan 2023)	<b>Notice Type</b> Request for Proposal
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**Opportunity Description**  
Electrical Maintenance and Repair Services

<b>Opportunity ID</b> 101-06/20	<b>Status</b> Closed
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<b>Issued by</b> City of Burnaby
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**BC GSN Commodities**  
BA04 - Electrical Services  
BA07 - Facility Management Services  
BH - Repair & Maintenance

<b>Lot #</b> 1	<b>Amendment #</b> 0
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**Issue Date**  
2020-08-18 4:58:00 PM

**Closing Date and Time**  
2020-09-03 3:00:00 PM

#### Summary Details

The City of Burnaby invites Proposals from Pre-Qualification of Electrical Maintenance and Repair Contractors #121-07/20 to complete the specified Work, as further detailed herein. The issue of these documents does not confer any licence or grant for any other purpose.

Only the following Pre-Qualified General Contractors will be invited to tender this project:

- Houle Electric Limited
- Ino-Tek Electric Ltd.
- Western Integrated Electrical Ltd.

Due to the COVID-19 pandemic, the City of Burnaby prefers to accept electronic bid submissions via email to [Purchasing@burnaby.ca](mailto:Purchasing@burnaby.ca) until further notice. Delivery of hard copy submissions will continue to be accepted at this time as an alternative.

Please note: Email submissions could be delayed or rejected by the City of Burnaby's email security system. The onus is on the Proponent to make sure the City receives the Proposal before the closing date and time. Maximum email submission size is 50 MB. If your email submission is larger than 50 MB, please submit in multiple emails.

Proposals will not be opened in public.

### RFx Documents

Title	Type	Att.	Last Modification (Pacific Time)
Attachment I - Value Added Offerings	Supplier Migrated Documents (Approved)	<a href="#">1983761201_Attachment I - Value Added Offerings.pdf</a>	2020-08-18 4:47:00 PM
Attachment J - COVID-19 Site Visit Questionnaire	Supplier Migrated Documents (Approved)	<a href="#">1969038002_Attachment J - COVID-19 Site Visit Questionnaire.pdf</a>	2020-08-18 4:47:00 PM
Attachment C - Form of Submission	Supplier Migrated Documents (Approved)	<a href="#">1245772562_Attachment C - Form of Submission.pdf</a>	2020-08-18 4:45:00 PM
Attachment B - Certificate of Insurance	Supplier Migrated Documents (Approved)	<a href="#">1093967233_Attachment B - Certificate of Insurance.pdf</a>	2020-08-18 4:45:00 PM
Attachment A - Insurance Requirements	Supplier Migrated Documents (Approved)	<a href="#">1494112299_Attachment A - Insurance Requirements.pdf</a>	2020-08-18 4:45:00 PM
Attachment H - Proposed Sub-Contractors	Supplier Migrated Documents (Approved)	<a href="#">1389378652_Attachment H - Proposed Sub-Contractors.pdf</a>	2020-08-18 4:46:00 PM
RFP #101-0620 Electrical Maintenance and Repair Services	Supplier Migrated Documents (Approved)	<a href="#">1697576857_RFP #101-0620 Electrical Maintenance and Repair Services.pdf</a>	2020-08-18 4:45:00 PM
Attachment L - Thermal Imaging Locations	Supplier Migrated Documents (Approved)	<a href="#">416025530_Attachment L - Thermal Imaging Locations.pdf</a>	2020-08-18 4:57:00 PM
Attachment M - Electrical Vault Maintenance	Supplier Migrated Documents (Approved)	<a href="#">243703088_Attachment M - Electrical Vault Maintenance.pdf</a>	2020-08-18 4:57:00 PM
Attachment K - List of City Owned Buildings	Supplier Migrated Documents (Approved)	<a href="#">948622258_Attachment K - List of City Owned Buildings.pdf</a>	2020-08-18 4:47:00 PM
Attachment G - Form of Proposal	Supplier Migrated Documents (Approved)	<a href="#">116119160_Attachment G - Form of Proposal.pdf</a>	2020-08-18 4:46:00 PM
Attachment D - Corporate References	Supplier Migrated Documents (Approved)	<a href="#">220514529_Attachment D - Corporate References.pdf</a>	2020-08-18 4:45:00 PM
Attachment N - Contractor's Living Wage Obligations	Supplier Migrated Documents (Approved)	<a href="#">226206759_Attachment N - Contractor's Living Wage Obligations.pdf</a>	2020-08-18 4:57:00 PM
Attachment F - Special Provisions	Supplier Migrated	<a href="#">512688868_Attachment F - Special Provisions.pdf</a>	2020-08-18