

RE: ELECTRICAL MAINTENANCE SERVICES FOR MUNICIPAL BUILDINGS  
AND PARK SITES IN BURNABY

MUNICIPAL MANAGER'S RECOMMENDATION:

1. THAT the recommendation of the Director Finance be adopted.

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1985 July 08

TO: MUNICIPAL MANAGER  
FROM: DIRECTOR FINANCE  
RE: ELECTRICAL MAINTENANCE SERVICES FOR MUNICIPAL  
BUILDINGS AND PARK SITES IN BURNABY

RECOMMENDATION:

1. THAT a two-year contract be awarded to the lowest acceptable bidder, Trophy Electrical Systems Ltd., to provide electrical maintenance services for Municipal buildings and Park sites in Burnaby for an estimated annual cost of \$120,000 including labour and materials, with payment based on actual work performed.

REPORT

Tendering Process

Tenders for this service were received up to 3:00 p.m. local time, Tuesday, 1985 June 11.

The work of this contract includes the supply of electrical services including materials for individual requirements of less than \$4,000 at locations where specified in Burnaby as and when required, for the period 1985 August 01 to 1987 July 31. If the job is estimated to exceed \$4,000 competitive bids are obtained for that job.

Sixteen (16) tenders were received and opened in the presence of Municipal staff and representatives of the firms bidding.

A tabulation of the tenders received is attached (Attachment A).

Funds for this contract are provided for in the Annual Operating Budget.

Background

The electrical maintenance services are performed under the direction of the Superintendent, Building Maintenance. Requirements for service and total costs for the new contract are unknown as approximately 30% of the total services are performed on an emergency basis. The estimated annual contract cost of \$120,000 is based on our costs for the past two years. Approximately \$70,000 represents labour costs with the balance being material costs. Because approximately 30% of our requirements are based on emergency calls, it is critical that the contractor has a short response time. Some of the services in Burnaby are rated at 600 Volts or higher and can only be worked on by an electrician carrying an "A" licence.

Tender Evaluation

The following criteria was used in the selection process of a successful bidder:

- Hourly rates
- Sufficient manpower and equipment to meet our requirements
- Class "A" licence
- Response times
- Charges for travel time
- Markup for materials used
- Experience

It is estimated that 98% of the services provided are charged at the regular hourly rate. After careful evaluation, the three bidders quoting the lowest hourly rate were eliminated from further consideration. These three bidders are Toba Systems Ltd., Danby Electric Ltd. and Unique Electrical Services Ltd. Each of these companies is a two man operation and in our opinion do not have the manpower or the experience to meet Burnaby's requirements. All three would charge travel time for emergency jobs whereas the recommended bidder would not.

In addition, Danby Electric does not carry an "A" licence and Unique Electrical Services Ltd. quoted an emergency response time of 4 hours, both of which are unacceptable. Toba Systems Ltd. offered no discount, whereas the recommended bidder offered a 2% discount for payment within 15 days.

The projected annual cost for the four bidders quoting the lowest hourly rate is shown below. The comparison assumes the hours of labour for this contract to be the same as the previous contract at 3,000 hours per year and allows a conservative estimated of 50 hours travel time for emergency calls. The comparison shows the recommended bidder as being the overall lowest bid.

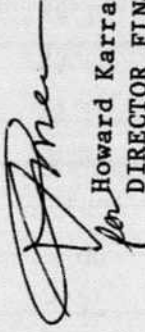
	Danby \$	Unique \$	Toba \$	Trophy \$
Hourly rate x 3,000 hours	67,500	67,500	66,000	68,250
Discount offered (2% on \$120,000)	-2,400	-2,400	-	-2,400
Materials at \$50,000 + markup	57,500	55,000	55,000	55,000
Estimated charge for travel time	<u>1,125</u>	<u>1,125</u>	<u>1,100</u>	<u>-</u>
Projected annual total	<u>123,725</u>	<u>121,225</u>	<u>122,100</u>	<u>120,850</u>

The recommended bidder, Trophy Electrical Systems Ltd. has four qualified electricians on staff, carries an "A" licence and quoted the best response time for emergencies at 1/2 hour. In addition they will not charge us for travel time and offered a 2% discount for payment in 15 days. Trophy Electrical Systems has extensive experience with this type of contract and currently has contracts with the G.V.R.D. and the B. C. Buildings Corporation. Both of these Corporations provided us with excellent references.

Summary

The above information confirms that the lowest bid meeting our requirements is that submitted by Trophy Electrical Systems Ltd. and therefore it is recommended that a two year contract be awarded to the lowest acceptable bidder, Trophy Electrical Systems Ltd. to provide electrical maintenance services for Municipal buildings and Park sites in Burnaby for an estimated annual cost of \$120,000 including labour and materials with payment based on actual work performed.

The Director Engineering concurs with the above recommendation.



for Howard Karras  
DIRECTOR FINANCE

cc. Director Engineering  
Superintendent, Building Maintenance

THE CORPORATION OF THE DISTRICT OF BURBARY

TENDER TABULATION

ELECTRICAL MAINTENANCE SERVICES

HOURLY RATES

NO.	NAME	REGULAR TIME		SATURDAYS & OTHER TIMES		SUNDAYS & HOLIDAYS		MATERIAL MARKUP		DISCOUNT		EMERGENCY		STANDARD	
1.	UNIQUE ELECTRICAL SERVICES LTD.	22.50	33.75	33.75	33.50	33.50	33.75	10%	2%	4	2%	7	4	4	24
2.	TROPHY ELECTRICAL SYSTEMS LTD.	22.75	28.50	28.50	33.00	44.00	44.00	10%	NET	17	NET	17	3	3	1
3.	TOBA SYSTEMS LTD.	22.00	33.00	34.50	34.50	34.50	34.50	10%	2%	1	2%	1	1	1	24
4.	LAKEVIEW PLUMBING & ELECTRICAL CONTRACTORS LTD.	22.50	33.75	40.00	24.37	24.37	40.00	15%	2%	2	2%	1	24	1	1
5.	DANBY ELECTRIC LTD.	24.37	24.37	36.00	47.00	47.00	36.00	10%	2%	1	2%	1	17	1	17
6.	COBRA ELECTRIC LTD.	25.00	48.00	48.00	10%	10%	48.00	10%	NET	1	NET	2	2	2	2
7.	WESTERN INTEGRATED ELECTRIC	25.00	48.00	48.00	10%	8 1/2%	48.00	8 1/2%	2%	1	2%	1	17	8	17
8.	SANGARD ELECTRIC LTD.	26.90	37.50	42.00	56.00	56.00	42.00	10%	2%	1	2%	1	8	1	8
9.	DAMWOOD ELECTRIC LTD.	28.00	42.00	45.00	54.50	54.50	45.00	10%	2%	4	2%	4	24	2	24
10.	GEORGE DICKSON ELECTRIC	30.00	30.00	30.00	30.00	30.00	30.00	1%	1%	2	1%	2	2	2	2
11.	L. TAYLOR ELECTRIC LTD.	30.00	54.50	54.50	57.00	57.00	54.50	15%	NET	1	NET	4	4	4	4
12.	UNITED POWER LTD.	29.90	38.00	38.00	38.00	38.00	38.00	10 + 15%	2%	4	2%	4	7 1/2	4	7 1/2
13.	RICKETTS-SEWELL ELECTRIC LTD.	35.00	57.00	57.00	68.00	68.00	57.00	10%	NET	17	NET	17	1	1	17
14.	WATERS BROTHERS ELECTRIC LTD.	35.50	68.00	70.00	70.00	70.00	68.00	10%	NET	2	NET	2	1	1	2
15.	ELCON SERVICES LTD.	39.00	70.00	70.00	70.00	70.00	70.00	47%	NET	1	NET	1	1	1	1
16.	BRUCE CLARKE LTD.	36.00	64.00	64.00	70.00	70.00	64.00								

1st Year  
2nd Year

ITEM 4  
MANAGER'S REPORT NO. 48  
COUNCIL MEETING 85/07/15