

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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TO: MUNICIPAL MANAGER
FROM: DIRECTOR FINANCE
1987 NOVEMBER 10

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

RECOMMENDATION:

1. THAT a two-year contract be awarded to the lowest bidder, Trophy Electrical Systems Ltd., to provide electrical maintenance services for municipal buildings and park sites in Burnaby for an estimated annual cost of \$150,000 including labour and materials, with payment based on actual work performed.

REPORT

Background

The electrical maintenance services contract includes the supply of electrical services including materials for individual requirements of less than \$4,000.00 at various locations throughout Burnaby as and when required. If a requirement is estimated to exceed \$4,000.00, competitive bids are obtained. Approximately 30% of the total services are performed on an emergency basis and it is therefore critical that the contractor have a short response time to the emergency. Some services can only be worked on by an electrician with a class "A" license because of the high voltage.

All of the electrical maintenance services are performed under the direction of Burnaby's Superintendent, Building Maintenance. We estimate the annual cost for this contract to be \$150,000 based on the actual costs paid out in the past two years. Approximately 50% of the total cost represents labor with the other 50% being material costs. About 98% of the labour services provided have been charged at the regular hourly rate.

Tendering Process

Tenders for this service were received up to 3:00 p.m. local time, Tuesday, 1987 October 20th.

The duration of this contract is from 1987 December 01 to 1989 November 30.

Eight 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.

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

- Hourly rates
- Sufficient manpower and equipment to meet our requirements
- Qualifications of personnel assigned to this contract
- Response times
- Charges for travel time
- Markup for materials used & competitiveness of prices charged
- Experience and track record

Summary

Trophy Electrical Systems Ltd. meets the specifications and was the successful bidder for this electrical maintenance service contract in 1985 and has for the past two years provided us with satisfactory service. Both our Superintendent of Building Maintenance who administers this contract and our Electrical Inspection Dept. who certify the acceptability of the jobs performed, are satisfied with the work which Trophy Electrical Systems Ltd. has performed in the past.

Although actual requirements are unknown it is expected that the volume of work will be at the level experienced in past years, perhaps even higher as facilities (eg. Bonsor) are being added. In total it is estimated that the annual value of this contract is approximately \$150,000.

It is recommended that a two-year contract be awarded to the lowest bidder, Trophy Electrical Systems Ltd., to provide electrical maintenance services for municipal buildings and park sites in Burnaby for an estimated annual cost of \$150,000 including labour and materials, with payment based on actual work performed.

The Director Engineering concurs with the above recommendation.


for
Howard Karras
DIRECTOR FINANCE

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cc: Director Engineering
Superintendent, Building Maintenance
Director Planning & Building Inspection
Director Recreation & Cultural Services

1987 October 21

THE CORPORATION OF THE DISTRICT OF BURBARY

TENDER TABULATION

SUPPLY AND DELIVERY OF ELECTRICAL MAINTENANCE SERVICES

FOR MUNICIPAL BUILDINGS AND PARK SITES IN BURBARY

NO.	NAME	CASH	DISCOUNT	REGULAR	LABOUR	LABOUR	LABOUR	LABOUR	MARK UP
				LABOUR	SATURDAYS	SUNDAYS &	HOLIDAYS	REGULAR	
		REGULAR		REGULAR	LABOUR	SATURDAYS	SUNDAYS &	OTHER THAN	
		RATE		HOURLY	& HOURS	HOLIDAYS	REGULAR		
1	COBRA ELECTRIC LTD.	2&-10 DAYS	\$24.27	\$36.40	\$36.40				10%
2.	HIGH MOUNTAIN ELECTRIC LTD.	5&-15 DAYS	\$25.50	\$37.50	\$48.50				15%
3.	METCO ELECTRIC LTD.	NET	\$23.00	\$46.00	\$46.00				10%
4.	WATERS BROS. ELECTRIC CO. LTD.	2&-10 DAYS	\$37.00	\$39.00	\$39.00				15% + 15%
5.	COASTAL PACIFIC ELECTRIC LTD.	2&-15 DAYS	\$23.25	\$29.75	\$34.00				10%
6.	TROPHY ELECTRICAL SYSTEMS LTD.	2&-15 DAYS	\$22.75	\$28.50	\$32.00				10%
7	YOUNG ELECTRIC LTD.	NET	\$30.00	\$54.00	\$54.00				15%
8.	WESTERN INTEGRATED ELECTRICAL LTD.	2&-15 DAYS	\$23.70	\$34.40	\$44.80				10%

ITEM
 MANAGER'S REPORT NO. 5
 71
 COUNCIL MEETING 87/11/16

ATTACHMENT "A"

