Subject: Awarding RFT 2019-019 45 Hardy Ave. Fire Alarm Panel Replacement
Report Number: RCP 20-03
Author: Corey Hill, Parks & Facilities Manager
Meeting Type: Council Meeting
Meeting Date: Monday, January 27, 2020

RECOMMENDATION

AND THAT the Town of Tillsonburg awards RFT 2019-019 to Motion Electrical Contracting Ltd. (Fergus) at their submitted price of $33,499 plus applicable taxes;

AND THAT the project budget be augmented by $20,500 to a total of $40,500 with the additional funding coming from the Facility Infrastructure Reserve.

BACKGROUND
The existing fire alarm panels at the Tillsonburg Community Centre are original to the building and have surpassed their life expectancy. The replacement single panel will integrate all zones of the building into one panel that meets all current code requirements, makes it simpler and quicker for emergency responders to identify and locate alarms by zone and enables moving from a zone system to an addressable system in the future.

DISCUSSION
As part of the 2018 capital project workplan, RCP staff secured a consulting firm (WSP Ltd.) to prepare the specification for the panel replacement. The initial specification was revised after the annual fire prevention inspection in August 2019 identified that the kitchen hood fire suppression systems are not connected into the fire alarm system, a deficiency which must be addressed. The $20,000 project budget established for the 2018 budget year did not reflect this requirement.

A tender was issued in November 2019. Six vendors attended the mandatory site visit and two vendors submitted bids. The consultant performed a technical review of the bids and confirmed that both submissions were compliant and met the requirements of the project.

Staff recommends awarding the contract to Motion Electrical Contracting Ltd. (Fergus) at their submitted price of $34,499 plus applicable taxes, the lowest compliant bid.
The 2018 capital budget included an allocation of $20,000 for replacing the fire panel. The project was carried forward into 2019 while the specifications were developed. The preparation of the specification and subsequent revisions to include the required additional work to achieve code compliance has consumed $5,232.03 to date, leaving a balance of $14,764.92. An additional allocation of $20,500 drawn from the Facility Infrastructure Reserve will increase the available project budget to $40,500 to accommodate the required level of funding for completing the project.

### COMMUNITY STRATEGIC PLAN (CSP) LINKAGE

1. Excellence in Local Government
   - Demonstrate accountability

2. Economic Sustainability
   - Support new and existing businesses and provide a variety of employment opportunities
   - Provide appropriate education and training opportunities in line with Tillsonburg’s economy

3. Demographic Balance
   - Make Tillsonburg an attractive place to live for youth and young professionals
   - Provide opportunities for families to thrive
   - Support the aging population and an active senior citizenship

4. Culture and Community
   - Promote Tillsonburg as a unique and welcoming community
   - Provide a variety of leisure and cultural opportunities to suit all interests
   - Improve mobility and promote environmentally sustainable living
### Report Approval Details

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This report and all of its attachments were approved and signed as outlined below:

**Dave Rushton - Jan 20, 2020 - 11:18 AM**

**Kyle Pratt - Jan 21, 2020 - 9:18 AM**

**Donna Wilson - Jan 22, 2020 - 8:07 AM**