



Report to: General Committee

Date Report Authored: October 27, 2016

SUBJECT: Award of Contract Extension #242-R-13 Thornlea Pool,
Building Maintenance and Pool Maintenance
PREPARED BY: Mario Puopolo, Community Recreation Facility
Coordinator, West ext. 6884
Leanne Lee, Senior Buyer, Ext. 2025

RECOMMENDATION:

- 1) THAT the report entitled “Award of Contract Extension #242-R-13 Thornlea Pool, Building Maintenance and Pool Maintenance” be received;
- 2) AND THAT the contract for #242-R-13 Thornlea Pool, Building and Pool Maintenance be extended to PPL Aquatic, Fitness & Spa Group Inc. in the amount of \$571,131.24 inclusive of HST for a period of three years (January 1, 2017 – December 31, 2019) as follows:

2017 - \$190,377.08
2018 - \$190,377.08
2019 - \$190,377.08
- 3) AND That the tendering process be waived in accordance with Purchasing By-Law 2004-341, Part II, Section 7 (1) (c) which states “when the extension of an existing contract would prove more cost-effective or beneficial”;
- 4) AND THAT the award be funded from the operating budget account 501-911-5314 - S/A Facility Maintenance as identified within the Financial Considerations Section subject to Council approval of the 2017, 2018 and 2019 operating budget;
- 5) AND THAT the Director Recreation and Senior Manager, Purchasing & Accounts Payable be authorized to extend the contract for one (1) additional year subject to Council approval of the 2020 operating budget;
- 6) AND THAT Staff be authorized and directed to do all things necessary to give effect to this resolution.

PURPOSE:

The purpose of this report is to obtain Council approval to extend contract 242-R-13 Thornlea Pool, Building and Pool Maintenance at the same 2016 pricing for a period of three years (January 1, 2017 to December 31, 2019).

BACKGROUND:

The City of Markham assumed full operation of the Thornlea Pool facility (25m, lane pool and single gymnasium) from the Board of Education on July 1, 2013, which includes the maintenance of the facility. Prior to this date the City of Markham had only been responsible for the programming of the pool.

The RFP issued in 2013 required the contractor to provide staff who is are certified Pool Operators, and certified in WHMIS and Standard First Aid.

The vendor scope is as follows:

- Staffing from 5:00 a.m. - 11:30 p.m., seven (7) days a week
- Inspection from Supervisors five (5) to seven days a week
- Property Watch and Inspections:
 - The Contractor is responsible for on-site walk-thru inspections of both the property's interior and exterior, to be performed on a daily basis.
- Pool Services and Maintenance:
 - The Contractor is responsible for all pool water testing and inspections - water assessments, balancing of chemicals, recording results to be performed on a daily basis.
- Facility Cleaning Services:
 - The Contractor is responsible for regular housekeeping and maintenance of the Premises, to be performed on a daily basis. The premises shall always be kept in a tidy, clean, sanitary condition to the satisfaction of the Facility Coordinator.
- Property Maintenance:
 - The provision of basic services for completion of minor repairs and maintenance of both the property's interior and exterior, to be performed on an as-warranted basis.
- All Staff hiring, training, scheduling, and payroll.

City's responsibilities:

- The City will:
 - provide the Contractor with pool chemical supplies through the City's current contracts for these products;
 - provide the Contractor with paper and cleaning supplies through the City's current contracts for these products;
 - perform semi-annual customer satisfaction surveys as needed with the purpose of identifying and prioritizing areas for improvement for the Contractor;
 - have direct access to the Contractor's daily, monthly and annual service records and logs in order to verify work completed;
 - endeavor to provide limited administrative storage based on availability. Use of a work area will be provided;
 - provide access to all equipment for use by staff administering the services;
 - be responsible for the procurement and management of any Lifecycle repairs and major capital projects;
 - provide a list of approved contractors for repairs such as electrical, mechanical, plumbing, pool equipment, etc;
 - provide keys for access to all required areas. All keys will need to be assigned to an individual and recorded.

OPTIONS/DISCUSSIONS

In 2013, a Request for Proposal (RFP) was issued to the market with the intention that a supplier would provide the provision of maintenance services at the Thornlea Pool Facility. In 2013, nine (9) suppliers downloaded the document, however, only one (1) supplier (PPL Aquatic, Fitness & Spa Group Inc.) submitted a bid submission.

Thornlea pool is a Class “A” pool and through Staff’s research, there is only one (1) firm which has experience with Class “A” Pools, that being PPL Aquatic, Fitness & Spa Group Inc. All other Class “A” Pools are maintained by the owner (i.e. Municipality)

Since the beginning of this contract (December 2013) until December 2016, the contractual price has increased by 3%. Through negotiations, Staff are able to extend the contract at the same 2016 rate with no increase for three (3) additional years (2017-2019).

FINANCIAL CONSIDERATIONS AND TEMPLATE: (external link)

Staff recommends the contract for the Thornlea Pool, Building Maintenance and Pool Maintenance in the amount of \$571,131.26 inclusive of HST be awarded to PPL Aquatic, Fitness & Spa Group Inc.

The award will be funded from the operating budget account 501-911-5314 – S/A Facility Maintenance subject to Council approval of the 2017, 2018 and 2019 operating budget as listed below:

Account Name and #	Year	Cost of Award (Inclusive of HST)
S/A-Facility Mtce. 501-911-5314	2017	\$ 190,377.08
	2018	\$ 190,377.08
	2019	\$ 190,377.08
Total		\$ 571,131.24

The recommended 2017-2019 award amount remains at the 2016 pricing level.

HUMAN RESOURCES CONSIDERATIONS

Not Applicable

ALIGNMENT WITH STRATEGIC PRIORITIES:

Not Applicable

BUSINESS UNITS CONSULTED AND AFFECTED:

Finance Department has been consulted

RECOMMENDED BY:

A handwritten signature in black ink, appearing to read "Mary Creighton", with a large "X" to its left.

Mary Creighton
Director, Recreation Services

A handwritten signature in black ink, appearing to read "Brenda Librecz", with a large "X" to its left.

Brenda Librecz
Commissioner, Community & Fire Services