

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF MAY 17, 2016

Item 27, Report No. 21, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on May 17, 2016.

**27 AWARD OF RFP15-504 FITNESS EQUIPMENT PREVENTATIVE MAINTENANCE
 AND REPAIR SERVICE**

The Committee of the Whole recommends approval of the recommendation contained in the following report of the Acting Director of Recreation Services, dated May 3, 2016:

Recommendation

The Acting Director of Recreation Services, in consultation with the Deputy City Manager, Community Services, the Director of Procurement Services and the Director of Financial Planning and Development Finance and Deputy City Treasurer, recommend:

1. That RFP15-504 Fitness Equipment Preventative Maintenance and Repair Service be awarded to Advantage Fitness Sales Inc. in the base amount of \$151,800 plus applicable taxes for the initial three (3) year term effective June 1, 2016, with an option to renew for two (2) additional one (1) year terms subject to satisfactory performance of the contractor and availability of approved funds. Contract prices in optional renewal terms may be adjusted based on Consumer Price Index increases; and,
2. That the Mayor and City Clerk be authorized to sign the necessary documents.

Contribution to Sustainability

This report is consistent with the priorities previously set by Council in the Green Directions, Vaughan, Community Sustainability Environmental Master Plan, Goal 4, and Objective 4.1:

- 4.1.1. Develop an implementation plan for the initiatives described in the City's Active Together Master Plan through a phased and budgeted program.

Economic Impact

The implementation of RFP15-504 will have base operating costs of approximately \$151,880 plus applicable taxes for the initial contract term of three (3) years; with an option to renew for two (2) additional one (1) year terms subject to satisfactory performance of the contractor and availability of funds. Contract prices may in optional renewal terms may be adjusted based on Consumer Price Index increases.

Sufficient funds are available in the 2016 base operating budget for Recreation Services and future funds for the remainder of the term will be allocated in the respective budget years.

Communications Plan

N/A

Purpose

The purpose of this report is to seek Council's approval to award RFP15-504 Fitness Equipment Preventative Maintenance and Repair Service to Advantage Fitness Sales Inc.

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Background - Analysis and Options

Recreation Services operates a number of fitness centres across the City. The provision of regularly scheduled preventative maintenance and repair of fitness equipment prolongs the life of these assets, mitigates user risks and ensures quality fitness programming for our citizens.

RFP15-504 was advertised on Bids & Tenders website, Biddingo and OPBA website on Friday November 13, 2015 with a closing date of Monday December 7, 2015. In response to the Request for Proposal, RFP documents were picked up by four (4) proponents, and upon closing, one (1) bid was received from:

1. Advantage Fitness Sales Inc.

An evaluation team comprised of Recreation Services staff was established, and the evaluation and selection of the proposals received was based on the following criteria as detailed in the proposal documents:

- 10 points available for Company Profile and References
- 55 points available for Cost to the City of Vaughan
- 30 available points for Overall Business Plan
- 5 available points for Added Benefits

Along with a well prepared business plan, Advantage Fitness Sales Inc. obtained satisfactory scores based on bid document criteria. Advantage Fitness Sales Inc. is the current contractor in place and there should be no disruption to service or maintenance schedules as a result of this award.

Relationship to Term of Council Service Excellence Strategy Map (2014-2018)

In consideration of the priorities set within the Term of Council Service Excellence Strategy Map, the recommendations in this report supports the priority to invest, renew and manage infrastructure and assets; and supports the priority to promote arts, culture, heritage and sports in the community.

Regional Implications

There are no regional implications.

Conclusion

Staff recommends that RFP15-504 Fitness Equipment Preventative Maintenance and Repair Service be awarded to Advantage Fitness Sales Inc. in the base amount of \$151,800 for the initial three (3) year term effective June 1, 2016, with an option to renew for two (2) additional one (1) year terms subject to satisfactory performance of the contractor and availability of approved funds.

Attachments

Not Applicable

Report prepared by:

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