

Clause 5 in Report No. 2 of Committee of the Whole was adopted, without amendment, by the Council of The Regional Municipality of York at its meeting held on February 16, 2017.

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Award of Contract for Health and Safety Training

Committee of the Whole recommends adoption of the following recommendations contained in the report dated January 11, 2017 from the Commissioner of Environmental Services:

1. Council authorize entering into a contract with Team-1 Academy Inc. for the supply of all labour, material and equipment to provide Health and Safety Training for the Environmental Services Department in the amount of \$121,351.50, excluding taxes.
2. The Commissioner of Environmental Services be authorized to exercise the option to extend the contract for a total five year maximum upset cost of up to \$637,863.30, excluding taxes, and including a maximum 2.5 per cent annual adjustment for Consumer Price Index increases.

Report dated January 11, 2017 from the Commissioner of Environmental Services now follows:

1. Recommendations

It is recommended that:

1. Council authorize entering into a contract with Team-1 Academy Inc. for the supply of all labour, material and equipment to provide Health and Safety Training for the Environmental Services Department in the amount of \$121,351.50, excluding taxes.
2. The Commissioner of Environmental Services be authorized to exercise the option to extend the contract for a total five year maximum upset cost of up to \$637,863.30, excluding taxes, and including a maximum 2.5 per cent annual adjustment for Consumer Price Index increases.

2. Purpose

This report seeks Council approval to retain Team-1 Academy Inc. for Health and Safety Training for the Environmental Services Department. Due to extensive and specialized safety training requirements, Environmental Services has traditionally and will continue to require custom training.

The Region's Purchasing Bylaw requires Council authorization to award Request for Proposals over \$2,000,000 or when the recommended proponent is not the lowest cost. In this case, the recommended proponent's bid is not the lowest cost.

3. Background

Health and Safety training required to maintain a safe work environment for certified water and wastewater operators

The Request for Proposal was issued for the supply of all labour, material and equipment to provide Health and Safety Training for the Environmental Services Department. Water and wastewater delivery is a highly regulated business that requires specialized training for operators to ensure staff safety and the safe delivery of services.

The *Occupational Health and Safety Act, 1990* requires employers to ensure workers are made aware of inherent risks on the job and complete training to promote a safe work environment. In addition, this training is required for new and existing employees on a pre-determined frequency to ensure compliance with legislative licensing requirements under the *Safe Drinking Water Act, 2002*.

A contravention of the *Occupational Health and Safety Act, 1990* may result in a maximum fine per charge of \$25,000 and/or twelve months imprisonment for an individual. A fine of \$500,000 may be imposed on a corporation convicted of an offense.

4. Analysis and Implications

Request for Proposal P-16-103 was issued in October 2016

In accordance with the Purchasing Bylaw, Request for Proposal P-16-103 was released in October 2016 to procure a qualified Health and Safety training provider to supply Health and Safety training to the Environmental Services Department. The following is a summary of the specialized health and safety courses as detailed in the Request for Proposal:

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- Confined Space Entry
- Confined Space Rescue
- Working at Heights
- High Angle Climbing and Rescue (e.g. Water Tower Climbing Safety)
- Self-Contained Breathing Apparatus
- First Aid, Cardiovascular Pulmonary Resuscitation and Automated External Defibrillator
- Emergency Chlorine Repair Kit (A and B)
- WHMIS (2015 and 1988)
- Safe Handling and Storage of Water & Wastewater Chemicals (e.g. Sodium Hypochlorite, Hydrochloric Acid, Sodium Hydroxide, Ammonium Sulphate)
- Lock-Out Tag-Out of Energized Equipment
- Construction Safety for Managers

Five proponents responded to the Request for Proposal

In accordance with the Region's Purchasing Bylaw, proponents were invited to submit proposals for the assignment through a Request for Proposal that was advertised electronically on Biddingo.com and the Region's Bids and Tenders website.

Fifteen proponents obtained the Request for Proposal documents and five submitted proposals in response. Two proponents provided notification on the reason they did not submit a proposal stating that the reasons given for not submitting a bid included:

- Insufficient capability to deliver the scope of work required
- Inability to meet the minimum requirements of three courses with Director Approval by the Ministry of the Environment and Climate Change

Proposals evaluated using two-envelope system

Proposals were evaluated using the two-envelope system where the technical and financial information are received in separate sealed envelopes. Proponents were required to achieve a minimum score of 60 per cent (39 points) out of a possible 65 points allocated to the technical proposal. If a proponent did not

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achieve a score of 39 points following evaluation of their technical proposal, the proponent would not proceed to the demonstration and their financial proposal would be returned unopened.

Provided that the proponent's demonstration achieved a minimum score of 60 per cent (nine points) out of a possible fifteen (15) points, the Region proceeded to the next step in the evaluation process, the opening of the financial envelope. If a proponent did not achieve a score of nine points for the demonstration, their financial proposal was returned unopened.

Demonstration required for proposals meeting technical requirements

Proponents who progressed to the demonstration stage of the process were required to actively demonstrate their abilities to provide a two-hour condensed training course delivered as a combination of instruction and practical application.

Technical scores, demonstration scores and financial results are summarized in Table 1.

Table 1
Evaluation and total price of proponents for P-16-103

Name of Company	Technical Score (65%)	Demonstration Score (15%)	Financial Score (20%)	Total Score (100%)	Total Price Exclusive of taxes
Team-1 Academy Inc.	55.00	13.80	16.32	85.12	\$121,351.50
Safety Scope	50.30	10.80	18.66	79.76	\$106,100.00
QM LP	46.10	13.20	20.00	79.30	\$99,000.00
Rescue 7	44.40	5.40**	NA	49.80	NA
Hetek Solutions Inc.	35.90*	NA	NA	35.90	NA

* Did not meet the minimum technical requirements (39 points) in order to proceed to demonstration as per the RFP document.

** Did not meet the minimum demonstration requirements (9 points) in order to have the financial envelope opened as per the RFP document.

Evaluation of proposals revealed Team-1 Academy Inc. achieved highest score

Team-1 Academy Inc. submitted a thorough technical proposal and provided a solid demonstration highlighting their commitment to provide quality health and safety training with Director Approval by the Ministry of the Environment and Climate Change (the Ministry) on all of the requested courses supported by a knowledgeable and experienced team of trainers. Team-1 Academy Inc. has demonstrated their commitment through customization to meet the needs of our Regional water and wastewater operators and to ensure compliance with legislation and Ministry licensing requirements.

The proposal submitted by Team-1 Academy Inc. achieved the highest total score, demonstrated a clear understanding of the project requirements and provided an experienced team committed to working with Environmental Services staff, representing the best value for the Region. The company demonstrates extensive knowledge and expertise in the water and wastewater industry and familiarity with Environmental Services training requirements, through training programs delivered to the Region in the past.

Supplies and Services Branch reviewed the evaluation summary and issued their report confirming the recommendation that Team-1 Academy Inc. be engaged as the Health and Safety Training provider. Team-1 Academy Inc. is experienced with the development and delivery of specialized municipal safety training courses.

5. Financial Considerations

The fee for the proposed work for the one year term is \$121,351.50, excluding taxes. Training for Health and Safety is included in the approved 2017 Environmental Services operating budget and is funded from user rates.

Total cost for a total five year maximum upset cost of up to \$637,863.30, excluding taxes, and including a maximum 2.5 per cent annual adjustment for Consumer Price Index increases.

6. Local Municipal Impact

All nine local municipalities benefit from trained Regional water and wastewater operators who work collaboratively with local staff to deliver services throughout the Region. Trained Regional water and wastewater operators also supports Council's standard of care obligations under the *Safe Drinking Water Act, 2002*.

7. Conclusion

Five proposals were received and evaluated for this assignment in accordance with the Region's Purchasing Bylaw. The proposal submitted by Team-1 Academy Inc. demonstrated a clear understanding of the project requirements, provided an experienced team and a well thought out approach and methodology to complete this assignment. The proposal from Team-1 Academy Inc. represents the best value for money to the Region.

It is recommended that Team-1 Academy Inc. be engaged to provide Health and Safety Training for a total five year maximum upset cost of up to \$637,863.30 excluding taxes and including a maximum 2.5 per cent annual adjustment for Consumer Price Index increases.

Renewal of the contract is dependent on contractor performance and Environmental Services satisfaction in the training provided. Team-1 Academy Inc. must meet the renewal requirements that they maintain courses with Director Approved status by the Ministry of the Environment and Climate Change.

This recommendation represents a sound investment, compliance with the *Occupational Health and Safety Act, 1990* and ensures Environmental Services' staff have knowledge and expertise to prevent and manage workplace incidents.

For more information on this report, please contact Lucas Cugalj, Director, Business Planning and Operations Support at 1-877-464-9675 ext. 75041.

The Senior Management Group has reviewed this report.

January 11, 2017

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