

NO: R101

COUNCIL DATE: June 29, 2020

REGULAR COUNCIL

TO: **Mayor & Council**

DATE: **June 29, 2020**

FROM: **Fire Chief**

FILE: **1100-01**

SUBJECT: **Award of Contract No. 1220-060-2019-014 for Firefighter Personal Protective Equipment**

RECOMMENDATION

The Surrey Fire Service recommends that Council:

1. Award Contract No. 1220-060-2019-014 to Associated Fire Safety Group Inc. to provide Personal Protective Equipment under this 3 year term Standing Offer Agreement with the goods to be ordered by Surrey Fire Service on an “as and when required” basis, for a projected maximum contract value \$830,000 including taxes and levies;
2. Authorize the Fire Chief to exercise the option to renew the terms of Contract No. 1220-060-2019-014 for one year at a time for a further two (2) periods of one (1) year each, at annual expenditure limits of \$278,000 (Year 4) and \$279,000 (Year 5).
3. Authorize the Fire Chief to execute Contract No. 1220-060-2019-014.

INTENT

The purpose of this report is to seek Council approval to award Contract No. 1220-060-2019-014 (the “Contract”) to Associated Fire Safety Group Inc. (“Associated Fire”) for Structural Firefighting Personal Protective Equipment (“PPE”). PPE is used by firefighters to attend a wide range of operational incidents under varying conditions.

BACKGROUND

As part of the Equipment Replacement Program, the Surrey Fire Service (“SFS”) full complement of all PPE, related goods, and related service costs are funded through its General Operating Annual Budget of \$306,000 (Year 2019). SFS has identified the major components of PPE (turnout gear coat and pants) require that a range of 25 to 75 sets of PPE be purchased annually for the contract term. The costs for the PPE sets, and associated repairs and maintenance, historically approximate 65% of the \$306,000 annual funding. The remaining annual funding is used for ancillary components of PPE, such as protective helmets, Nomex hoods, boots, and gloves which are all outside of the scope of this Contract.

With firefighter staff of approximately 364, SFS is required to provide its first responders with PPE goods that meet recognized WorkSafe BC and National Fire Protection Agency (“NFPA”) standards. The SFS performs annual gear inspections to assess which sets of PPE still in use require repairs and maintenance, and which sets of gear are in most urgent need of replacement prior to the end of the anticipated lifespan of 10 years. These identified sets of PPE are aggregated with those new sets required for staff turnover and sets that have reached the end of their useful lives.

If approved by Council, the PPE will be for the remainder of Year 2020 and subsequent contract term be ordered on “as and when required” basis.

QUOTATION RESULTS

The Request for Standing Offer Agreement was posted on the BC Bid and the City’s websites. Associated Fire (incumbent), Guillevin International Co., and Rocky Mountain Phoenix Inc. provided submissions for review. These are the same vendors that showed varying levels of interest during the Request for Information process conducted in early 2019.

Supplier	Tendered Amount Per Unit Adjusted for Underlying Assumptions Including Taxes and Levies
Associated Fire Safety Group Inc.	\$3,274.43
Guillevin International Co.	\$3,644.55
Rocky Mountain Phoenix Inc.	\$2,968.35

The tenders reflect annual costs per set of PPE (turnout coat and pants) for the contract term of Year 1 to Year 3 with fixed unit pricing. Optional renewal years will only be agreed to if the fixed unit costs are reasonable and within the allocated operational budget.

The contract scope also includes the repairs and maintenance of the PPE, however due to the range in fluctuating costs for non-warranty repairs, the tenders could not include a quoted value. Based on estimates, the projected range of \$15,000 to \$30,000 in annual PPE repairs and maintenance costs are to be expected. With the annual upper limit of 75 sets of PPE at approximately \$3,280 each, totalling \$246,000 plus \$30,000 for repairs and maintenance, the combined total represents the basis for the maximum contract value of \$276,000 for each of Years 1, 2 and 3. Therefore the total Contract value is \$830,000 for 3 years.

This bid is consistent with past procurement processes, provides familiar PPE for maintenance, operational training and represents good value to the City.

EVALUATION

PPE garments are required to meet the minimum NFPA standards. During this evaluation, garment component and performance information specifications are expected to approximate the level of quality and user experience of the PPE currently in use.

The evaluation process consisted of two phases.

- Phase 1: Technical and Financial Review
- Phase 2: Practical User Trial

Phase 1: An evaluation team involving staff from SFS and the Finance Department reviewed the 3 quotations for accuracy and completeness and for technical requirements. Guillevin International Inc's submission was omitted and did not advance to Phase 2 as their bid was the highest and their turnout gear garment did not meet the NFPA requirements.

Phase 2: For the Practical User Trial of PPE, both Rocky Mountain Phoenix Inc. and Associated Fire were requested to send turnout gear garments with specifications that approximated their best possible offerings. The trial assessment was conducted with a sample set of employees and considered the following:

- A total of six individuals distributed evenly amongst specific fire halls were selected based on their higher than average call volume. This consideration ensured sufficient opportunity to test the gear in action at various types of response calls.
- A Captain and two firefighters were assigned the gear supplied by Rocky Mountain Phoenix Inc., and likewise the same was done for the gear supplied by Associated Fire. This allowed for a mix of feedback from experienced personnel as well as from firefighters which have the highest workrate.

The categories and identified criteria for the Practical User Trial assessment were designed to be reflective of operational requirements. The results of both qualitative feedback and quantitative data indicated that the gear supplied by Associated Fire consistently received higher review scores from the assessment group.

The annual cost comparison after adjusting for assumptions built in in the quotations is \$3,274.43 per set for Associated Fire, and \$2,968.35 per set for Rocky Mountain Phoenix Inc.

This premium of \$306.08 per set over the 10 year lifespan of the gear is considered to be a worthwhile investment given firefighter protection levels, comfort, equipment interoperability with other safety items such as radios, and quality of materials is expected to translate to sustained maintenance cost containment.

Associated Fire is the incumbent supplier for this contract including turnout gear pants and coats, and they have met the requirements of the specifications. Prior experience with Associated Fire supplying PPE has been satisfactory. There are no outstanding legal issues or claims relating to Associated Fire.

SUSTAINABILITY CONSIDERATIONS

The goods of the Contract supports the objectives of the City's Sustainability Charter 2.0. In particular, this Contract relates to the themes of Economic Prosperity and Livelihoods, Infrastructure and Public Safety. Specifically, this Contract supports the following Desired Outcomes ("DO") and Strategic Direction ("SD"):

- Public Safety DO2: Police and fire services provide timely and reliable responses across the city;
- Public Safety DO6: Surrey has proactive and coordinated emergency prevention measures in place, and can effectively deal with emergencies that arise;
- Infrastructure DO3: Infrastructure systems are designed to protect human health, preserve environmental integrity, and be adaptable to climate change impacts;
- Infrastructure DO20: Materials and resources are used efficiently, sourced locally

- where feasible, and repurposed or recycled at the end of their life cycle; and
- Infrastructure SD1: Proactively manage community assets to maintain them over the long- term in a state of good repair.

FUNDING

The Finance Department has confirmed the funding for the PPE is available from the SFS's General Operating Budget.

SUMMARY

The award of this contract allows the SFS to continue its efficient PPE replacement and maintenance program for continued safety compliance and benefit of all firefighters.

Larry Thomas
Fire Chief