



Staff Report

Report To: Dan Best, Chief Administrative Officer
From: **Andrew Baird, Fire Chief**
Date: April 3 2018
Report: Fire 18.03
Subject: RFP for the Provision of Fire Dispatch Services

Recommendations:

That; South Huron Council receives the report from Andrew Baird, Emergency Services Manager, re: RFP for the Provision of Fire Dispatch Services; and

That; South Huron Council award a 5 year contract for the provision of Fire Dispatch Services to The Corporation of the Town of Tillsonburg in the amount of \$18,625.50 plus HST for 2019, with a 2% increase per year for 2020-2023 fiscal years.

Purpose:

The purpose of this report is to notify Council of the results of the RFP for the Provision of Fire Dispatch Services and to recommend award of a contract to the recommended Bidder.

Background and Analysis:

The RFP was issued on Monday, January 22nd, 2018 RFP for the Provision of Fire Dispatch Services. The tender was posted on the Municipal web site, along with social media notification, in accordance with the current Procurement Policy and Procurement By-law #33-2017. The RFP closed on Thursday February 22nd, 2018 at 2:00pm and three (3) proposals were received by the Municipality. Proposals were opened by Councillor Tomes, in the presence of Sandy Becker, Financial Services Manager and Andrew Baird, Emergency Services Manager.

The proposals were evaluated based on the following framework;

- Proponent's experience based on fire dispatching services and number of staffing and experience
- Proponent's facility based on facility details and back-up facility. Facility setup and back-up and ability to communicate (direct dispatch) with SHFD.
- Proponent's equipment/technical ability, based on equipment details and compatibility and technical ability
- Pricing, including cost of upgrades
- Overall evaluation of response, including adherence to the format of response specified

The technical components were evaluated based on the ability to meet the specifications set forth in the proposal document. The ranking of the submissions based on the above criteria are as follows:

Proponent	Experience Staffing 20	Facility Back-Up 15	Equipment Technical 30	Pricing Upgrades 30	Submission Format 5	Rank
Town of Tillsonburg	15	15	30	30	5	1
Northern 911	20	0	30	15	5	2
Strathroy Police	20	0	20	15	5	3

RFP's were checked; found to be complete and in conformance with the specifications.

Based on the numerical rankings above, the Town of Tilsonburg is the preferred proponent for the Fire Dispatch Services.

Operational Considerations:

No alternatives were considered.

South Huron's Strategic Plan:

Section 6.2.2 of the Municipality of South Huron 2015- 2019 Strategic Plan identifies key objectives that are reflective of the collective perspectives of

the strategic planning process. The recommendations and actions outlined in this report are reflective of the following strategic objectives:

Administrative Efficiency and Fiscal Responsibility

Increased Communications and Municipal Leadership

Transparent, Accountable and Collaborative Governance

Dedicated Economic Development Effort

Financial Impact:

The 2019 price for the Provision of Dispatch Services, including non-recoverable HST is \$18,953.31. There is a 2% annual increase each year thereafter for 2020 to 2023. These amounts will be included in the 2019-2023 Operating Budgets.

The following is the breakdown of the pricing per year for a 5 year contract:

Quotations for Provision of Dispatch Services					
Company	Quoted Price (exluding HST)	HST	Total Per year	Communication Upgrade Costs	Annual Increase
Town of Tillsonburg	\$18,625.50	\$2,421.31	\$21,046.81	NIL	2%
Northern 911	\$24,834.00	\$3,228.42	\$28,062.42	Additional, no quote provided	0%
Strathroy Police	\$28,125.30	\$3,656.29	\$31,781.59	\$55,041.11	2.9%

Legal Impact:

There are no legal implications for the Corporation resulting from the proposed recommendation.

Staffing Impact:

There are no staffing implications for the Corporation resulting from the proposed recommendation.

Policies/Legislation:

1. Approved 2018 Emergency Services Operating Budget – 5 year forecast

Consultation:

CAO Best and Manager of Financial Services/Treasurer.

Related Documents:

None.

Respectfully submitted,

Andrew Baird, Fire Chief