

## Report Briefing

**Date:** May 04, 2025  
**To:** Marlon Kallideen, Chief Administrative Officer  
**From:** Nissar Ahamed, Director, Public Works & Engineering

**Subject:** Preventative and Demand Maintenance Services for (HVAC) Heating, Ventilation and Cooling Equipment at Various City of Brampton Facilities

### Overview:

- With the current contract coming to an end, a procurement process is required in order to establish a new contract for preventative and demand maintenance services for (HVAC) Heating, Ventilation and Cooling Equipment at Various City of Brampton Facilities for a three (3) year period with the renewal options of two (2) additional one (1) year periods.
- This new contract is for Citywide PM/DM HVAC Services. Scope of Work is to include, all materials, labour, equipment and resources necessary to provide preventative and demand maintenance services for (HVAC) Heating, Ventilation and Cooling Equipment at Various City of Brampton Facilities within the City of Brampton.
- Procurement will be an RFP posted on Bids and Tenders and the contract will be awarded to two different vendors:  
Group One: Recreation Facilities.  
Group Two: Works, Transit, Fire, Parks and Corporate Facilities.
- This request to begin procurement report is required in order to secure funds.
- There are no payments required upfront, and there will be a blanket PO's set up for services to be expensed through each sites individual operating cost centre
- In the past, Council has always approved funding for plumbing services.

### Contract Scope of Work/Specifications:

- The HVAC maintenance program will consist of two well-defined branches: preventative maintenance and demand maintenance.
- Maintain all HVAC equipment to reach its maximum lifecycle.
- Proactively identify areas for improvement in the preventative maintenance program.
- Ensure all maintenance tasks meet or exceed OEM recommended maintenance intervals and tasks.
- Minimize demand maintenance costs due to major equipment breakdowns and failures.
- Assist in long-term capital planning for replacement of equipment at the end of lifecycle.
- Improve technical knowledge of City of Brampton operational teams to allow for better communication
- The work shall be executed with regards to safety, efficiency and neatness to detail using quality products.
- The Contractor must notify the City immediately of any unsafe and dangerous site conditions that exist.

- The Contractor is responsible to ensure all standards and requirements, codes and regulations are met and maintained and shall ensure that all work is performed by competent trades people, licenced in HVAC services.
- Only first class quality work will be accepted, not only with regard to safety, efficiency and durability, but also with regard to neatness and accuracy of detail.
- The Contractor will dispatch only qualified and as required licensed tradespeople to perform HVAC service.

#### Background:

- A public procurement process was conducted in 2018 to establish a three year contract for the provision to provide all materials, labour and equipment necessary to perform preventative and demand maintenance services for all (HVAC) heating, ventilation and cooling equipment at various City of Brampton facilities will expire August 31, 2023.
- Contract Type :RFP2018-007
- Term: September 1, 2018 to August 31, 2023 (3 + 2 – 1 year options)
- Current Vendor(s): Group 1- Smith and Long - (PM contract)  
Group 1 – Dexterra Group - (DM contract)  
Group 2 - Xtra Mechanical - (PM contract)  
Group 2 - Carmichael - (DM contract)
- Group # 1 PO's - Smith and Long PO# 815171 Dexterra Group PO # 815172
- Group # 2 PO's – Xtra Mechanical PO# 815173 Carmichael PO # 815174
- 5 Year Combined Contract Value: \$ 9,877,157.85
- Combined Annual Average Spend : \$ 1,975,431.57 per year

#### Stakeholders:

The following is a list of the primary and secondary stakeholders that are involved in this contract.

##### Primary Stakeholders

- Facilities Operations and Maintenance
- Recreation
- Transit
- Culture
- Public Works and Engineering
- Fire

##### Secondary Stakeholders

- Building Design and Construction
- Purchasing
- Insurance & Risk Management

#### Budget:

##### Estimated Annual Expenditures

Year 1	\$ 2,206,419.18
Year 2	\$ 2,206,419.18
Year 3	\$ 2,206,419.18
Year 4	\$ 2,206,419.18 (plus potential vendor requested increase in year 4)
Year 5	\$ 2,206,419.18 (plus potential vendor requested increase in year 5)
TOTAL	\$ 11,032,095.90 (estimated 5 year contract value)

**Financial Implication:**

- Funding for this service will be through various operating cost centers throughout the Corporation. Departmental staff has identified sufficient funding in the 2023 Operating budget for year 1 of the initial term of the contract, subject to Council approval.

**FAQs:**

1. **Question:** Why is the contract divided and awarded to 4 different Vendors?

**Response:** In order to ensure the City's service levels are being maintained, a decision was made prior to the current contract to separate the PM and DM contracts for each group. This separation of services has ensured that the OEM preventative maintenance requirements of all HVAC equipment is being completed.

2. **Question:** Why can't these work and services be completed by in-house staff

**Response:** At this time, the City does not employ HVAC mechanics and these services must be performed by licensed and trained HVAC mechanics and gas fitters.