

TO: MAYOR & COUNCILLORS
FROM: DEPUTY GENERAL MANAGER FINANCE
SUBJECT: **CI - MAINTENANCE AND REPAIR SERVICES FOR ELEVATING DEVICES**
PURPOSE: To obtain Council approval for a Contract Increase (CI) for Maintenance and Repair Services for Elevating Devices.

RECOMMENDATION

THAT a contract increases to West Coast Elevator Service Ltd. for an estimated total cost of \$119,700 including GST in the amount of \$5,700 as outlined in the report titled “CI – Maintenance and Repair Services for Elevating Devices” dated April 22, 2025, be approved; and,

THAT final payment will be based on the actual quantity of services delivered and hourly rate submitted.

1.0 POLICY SECTION

The City’s Change Order Policy requires Council’s approval for change orders, which individually or when accumulated with prior change orders, increases the total value of the contract by \$500,000.

2.0 BACKGROUND

Following a Request for Proposal (RFP) #174-08-20 in February 2021, the City awarded a two-year contract to West Coast Elevator Service Ltd. for an estimated value of \$179,550 including GST in the amount of \$8,550. The contract was for the period of February 1, 2021, to January 31, 2023, with three one-year options to extend at the sole discretion of the City. The work includes providing all necessary labour, materials, tools and equipment to maintain and repair all vertical transportation devices and commercial handicapped stair lifts at various City-owned buildings. Since the award of this contract, there have been one contract increase and one contract extension for a total amount of \$311,850 including GST in the amount of \$14,850.

3.0 GENERAL INFORMATION

This recommendation is to approve a contract increase of \$119,700 including GST in the amount of \$5,700. The average monthly spending increased due to additional demand at various City locations.

The estimated total contract value is \$611,100 including GST in the amount of \$29,100.

City staff have reviewed the increase and believe it appropriately addresses the City’s needs at a fair cost. The General Manager Lands and Facilities concur with this recommendation.

| Contract History | Date | Accumulative Total Change (including GST) |
|------------------------------------|------------------------------|--|
| Original Contract Award | February 2021 - January 2023 | \$179,550 |
| 1 st Contract Increase | January 2023 | \$311,850 |
| 1 st Contract Extension | February 2023 – January 2026 | - |
| 2 nd Contract Increase | Pending | \$119,700 |
| TOTAL | | \$611,100 |

4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

The RFP 174-08-20 (attachment 1) was publicly advertised. Upon closing, the City received a total of one submission.

5.0 FINANCIAL CONSIDERATIONS

Funding for this work will be included in the 2025 – 2029 Financial Plan under various Lands and Facilities operating and capital budgets.

Respectfully submitted,
 Ratan Grewal, Deputy General Manager Finance

ATTACHMENTS

Attachment 1 – RFP#174-08-20

REPORT CONTRIBUTORS

This report was prepared by Hyunsook Ma, Senior Buyer, and reviewed by Sophan Lum, Senior Manager, Procurement Services – Capital